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Suggested Outline

Reserve

ANNUAL PLAN FOR 4-H CLUB WORK

(To be prepared each year)

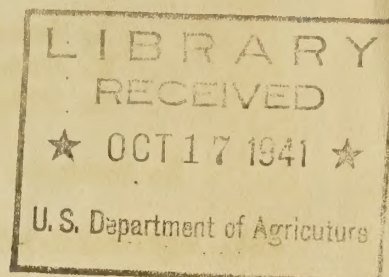
I. Changes in situation in the county pertinent to the plans for 4-H work, for this year.

- A. Youth population.
- B. Agriculture.
- C. Home conditions.
- D. Social, civic, and recreational conditions.
- E. Schools and their program.
- F. Programs of other youth-serving agencies.
- G. Special problems of individual communities or areas within the county.
- H. 4-H Club background (analysis of last year's work, particularly).
 - 1. Trends in enrollment, completions, and reenrollment.
 - 2. Loss of clubs or organization of new clubs.
 - 3. Success or failure of various projects (demonstrations), activities, or events.
 - 4. Changes in appropriations and employed personnel.
- I. What effect will these changes have on club work this year?
- J. General outlook for club work this year.

II. Changes in plan of organization for conducting 4-H work, this year.

- A. Employed personnel.
 - 1. Percentage of time devoted to 4-H work.
 - 2. Changes in responsibility or division of responsibility.
 - 3. Agents' plans for professional improvement.
- B. Changes in county-wide organization.

In-service training material - 1941. Division of Field Studies and Training, Extension Service, U. S. Dept. of Agr.



C. Local organization.

1. Reorganization of old clubs.
2. Organizing of new clubs.

D. Changes in plans for program development in local clubs.

E. Changes in functions for which leaders are responsible.

F. Selection of leaders -- new leadership to be secured.

G. Leadership training and recognition.

1. Leader-training meetings.
2. Other methods of leader training.
3. Plans for recognition of leaders.

H. Changes in relationships with other organizations.

III. Agricultural and homemaking projects.

(Under each major heading, A, B, C, etc., used in (long-time) program, indicate:)

1. Will it be continued? Number enrolled, trends, and problems during the past year.
2. What is to be emphasized in this project this year?
3. List of projects, subprojects, or phases of project to be used this year.
4. How will the work be carried out -- leadership, new literature, publicity, visits, meetings, tours, contests, other methods and events that will be used.

IV. Other activities and special events.

(Under each major heading, A, B, C, etc., used in (long-time) program of 4-H work, indicate:)

1. Will it be continued? Number participating, trends, and problems during past year.
2. What is to be emphasized in this activity or event this year?
3. How will the work be carried out -- leadership, new literature, publicity, visits, meetings, contests, other methods and events that will be used.

V. Major goals of the 4-H program for this year.

(List of 5 to 20 goals for 4-H Club work in the county which indicate where special emphasis will be placed for the year ahead. If possible make this definite in terms of numbers and compare with previous year.)

Example:

Goal	Last year's goal	Last year's accomplishment
1. An enrollment of 725 boys and girls.	600	623
12. Egg records for all members with poultry flocks.	Same	47 of the 76 members kept records
16. Develop an increased appreciation in all members of what democracy means to them.	—	Citizenship ceremonial was held at 4-H camp, with 73 members in attendance.

VI. Measurement of results.

- A. Special records and reports to be used this year to secure evidence to measure the degree to which goals are being reached.
- B. Special studies to secure additional evidence.
- C. Changes to be made in usual records and reports (if any).
- D. Changes to be made in keeping of permanent records (if any).

VII. Calendar of work.

(Show by months (or weeks) the work to be done.)

1. Events to be held or attended.
2. Meetings of clubs, leaders, etc.
3. Publicity, circular letters, bulletins, to be issued.
4. Other work--visits to leaders or members, organization of new clubs, securing leaders, etc.

